

**INSTRUCTIONS FOR REPORTING AT THE INSTITUTE
For Direct Second Year (Academic Year 2023 – 24)**

***** IMPORTANT NOTE *****

- The students are required to **physically report on the Institute’s Campus for Document verification and completion of Admission Process.**
- All candidates should bring the applicable **original documents** as per the below table along with **TWO set of self-attested photocopies.**
- Students have to **SAVE scanned copy of all original documents – on Pen Drive / Google Drive / Digilocker / Any other safe soft copy storage unit.**
- The original documents **hard copies would be retained by the college for the purpose of DTE / ARA Verification** (Approximate duration – 1.5 Years).
- All documents **soft copy is required to be kept with students till the completion of the course (till Course Completion).**

| Sr. No. | DOCUMENT LIST |
|---------|---|
| 1. | Final Allotment letter print out from student Login / State – CET Web Portal Login |
| 2. | Seat acceptance printed from student login on State CET Cell Portal (The student is required to pay Rs. 1000/- through the student login towards seat confirmation) |
| 3. | Duly stamped Acknowledgement Receipt of Facilitation Center received after document verification |
| 4. | MHT – CET 2023 Score Card print out from the website of competent authority |
| 5. | JEE (Main) 2023 Score Card print out from the website of competent authority |
| 6. | X th Grade Mark sheet / Passing Certificate |
| 7. | XII th Grade Mark sheet / Passing Certificate |
| 8. | Diploma Mark sheet (V th Sem + Final Sem) |
| 9. | Diploma Certificate |
| 10. | If Diploma other than MSBTE then Equivalence Certificate |
| 11. | Migration Certificate (For Diploma other than MSBTE) |
| 12. | Diploma Leaving / Transfer Certificate (As Applicable) |
| 13. | Caste Certificate – For all Reserved category students |
| 14. | Caste Validity Certificate – For all Reserved category students |

| Sr. No. | DOCUMENT LIST |
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| 15. | Non Creamy layer Certificate valid till 31.03.2024 (For DT / VJ / NT / OBC / SBC / SEBC Category) |
| 16. | Proforma V - as per the prescribed format by Competent Authority – for EWS Category students |
| 17. | Income Certificate – For all Reserved Category students stating that his/her parent’s annual income from all source is less than Rs. 8.0 lakhs issued by appropriate competent authority of the Maharashtra State |
| 18. | Gap Certificate (For students who have passed XII th Examination before 2023) |
| 19. | <p>Nationality* Certificate (Any of the below):</p> <ul style="list-style-type: none"> • Indian Nationality Certificate issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned Taluka/District wherein the candidate ordinarily resides • The School Leaving Certificate indicating the Nationality of the candidate as ‘Indian’ • Original Birth Certificate clearly indicating Nationality as ‘Indian’ • Original Passport (with Attested photocopy of Passport) <p>*Required only if Leaving Certificate does not specify the Nationality</p> |
| 20. | <p>Domicile** Certificate (Any of the below):</p> <ul style="list-style-type: none"> • Domicile Certificate of Candidate / Parent issued by the Maharashtra State’s appropriate authorities will be considered valid • The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate clearly mentioning the name of the mother <p>**Required only if Leaving Certificate does not specify the place of birth in Maharashtra</p> |
| 21. | <p>For Type “C” Candidates</p> <p>Proforma A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in/outside Maharashtra</p> <p>For Type “D” Candidates</p> <p>Proforma B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee or undertaking along with documentary evidences from the retired employee stating place of settlement</p> <p>Note : Both these proforma have to be accompanied by attested copy of:</p> <ol style="list-style-type: none"> 1. Transfer order 2. Joining report |
| 22. | TFWS SEAT – Income Certificate stating that his/her parent’s annual income from all source is less than Rs. 8.0 lakhs issued by appropriate competent authority of the Maharashtra State |

| Sr. No. | DOCUMENT LIST |
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| 23. | EWS SEAT - Eligibility certificate (Proforma V) for Economically Weaker Section (EWS) Candidate issued by Tahsildar of the specified district in the State of Maharashtra |
| 24. | Orphan SEAT - Orphan Certificate (Proforma U) for students claiming seat under Orphan category |
| 25. | Ex – Servicemen (Defence – 1) Defence Service Certificate Pro forma – C. Domicile certificate of father/mother who is an Ex - service personnel and is domiciled in the State of Maharashtra |
| 26. | Active Domicile Defense (Defence – 2) Defence Service Certificate Pro forma – C and Domicile certificate of father/mother who is an active defence service person is domiciled in the State of Maharashtra |
| 27. | Active Non Domicile (Defence - 3) Pro forma – C and D/E - Certificate from the employer in the pro forma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra OR Proforma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra Note : Both these proforma have to be accompanied by attested copy of: 1. Transfer order 2. Joining report |
| 28. | Jammu & Kashmir Allotment - Proforma J – For sons and daughters of Defence / Paramilitary force / IAS / IPS / IFS / JK Police posted in JK to combat terrorist activities Proforma K – Migrants staying in Refugee Camps Proforma L – Displaced JK candidates staying with relatives / friends in India other than Migrant Refugee camps |
| 29. | Persons with Disability Certificate as per standard proforma Domicile Certificate of the Candidate |
| 30. | Minority Candidates Leaving Certificate having information pertaining to Religion / Mother tongue Domicile Certificate of candidate |

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| 31. | Latest Passport Size and Stamp Size color photographs (Passport Size – 10 Nos. and Stamp Size – 10 Nos.) – Along with Soft copy of photo. |
| 32. | UID / Aadhar Card self-attested Photocopy Only |
| 33. | Character Certificate (For OMS Candidates) |

For any assistance in locating the Institute Campus, kindly call on 22933441/ 2/ 3. Following are the transportation options available:

- Direct PMPL, PCMC buses are available from Pune Station, Pune Corporation, Nigdi Depot; Bhosari Depot, kindly get down at Phase I, Infosys Circle and then walk down the lane between Tata Technologies and Lemon Tree
- You can hire a Cab through OLA / UBER
- Normally the travel journey by auto is 1.5 hours from Pune Station and 1 hour from Nigdi, Bhosari.

Road Map to reach the Institute

